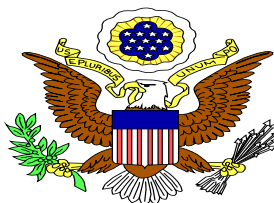


**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**



NOTICE OF VACANCY

*The United States District Court for the Eastern District of Texas is accepting applications for the position of **Courtroom Technology Specialist**. There are seven divisional offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana, and Tyler. Assignment of the position is in the **Tyler** office.*

Announcement Number:	2015-9
Position Title:	Courtroom Technology Specialist
Location:	Tyler, Texas
Starting Salary Range:	\$42,644 - \$76,152 (CL 26-CL27) (depending on qualifications)
Opening Date:	August 7, 2015
Closing Date:	August 21, 2015 or until filled

Position Description:

Courtroom Technology Specialists oversee the day-to-day operation of technology used in the court and courtrooms and ensure reliable and effective operation. Incumbents troubleshoot both hardware and software systems and train end users in the use of equipment and software. They develop, recommend, and implement new technologies to meet the needs of the court and its clients. Courtroom Technology Specialists advise and make recommendations to information technology management and senior court management on matters that take into consideration complex technology issues within the court. These systems are the primary presentation and communication devices that provide resources for the effective processing of cases and for the court's operation.

Qualifications:

Starting salary will be dependent upon years of experience plus specialized experience. Specialized experience is "hands-on" experience in work directly related to the required and preferred qualifications of the position to be filled.

Required qualifications include:

- Bachelor's degree in a technical major such as computer science or engineering. In lieu of a degree, a minimum of two years of experience with progressive technical responsibilities designing, implementing and maintaining audio visual systems.
- Working knowledge of basic networking technologies.
- Must be able to travel to all divisional offices within the district and stay overnight when required.
- Must have reliable transportation for travel when court owned vehicles are unavailable.
- Must be able to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings.
- Must be able to lift weights commensurate with the weight of equipment associated with the job duties.

Preferred qualifications include:

- Current or previous experience with the U.S. District Courts or the Administrative Office of the U.S. Courts performing in a similar capacity.
- Experience with video conferencing hardware and software (i.e. Lifesize)
- Recent experience programming with AMX NetLinx Studio, Crestron System Builder, etc.
- Experience configuring and managing audio video equipment via IP addressing.
- Experience installing and replacing equipment manufactured by Extron, BSS, Crestron, or Lectrosonic (excluding home television or audio systems)

Representative Duties:

- Oversee the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. This may include controlled distribution systems and wireless systems. Configure devices and systems for proper operation using available software and hardware and via remote support from vendors.
- Develop, recommend, and implement standard policies and procedures pertaining to the introduction and utilization of new mobile technology and equipment for courtroom technology environments. Assist in the development and implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.
- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.

- Monitor latest technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Make adaptations to national systems. Plan and acquire specific systems to meet specialized local needs. Develop software to meet local needs.
- Test and evaluate new technology prior to application in court environments.
- Develop and instruct on procedures for coordinating video and teleconferences for the court. Procedures may involve tasks such as scheduling, basic troubleshooting, setting up equipment, initiating calls, and monitoring equipment during conferences.
- Serve as instructor for non-technical staff on technology techniques, applications, and utilization. Develop procedural guidelines and training documentation, as needed for end users.
- Serve as liaison with other federal agencies such as the U.S. Attorney's Office, Federal Public Defender's Office, and ensure offices receive adequate notice of available court technology. Serve as training coordinator for bar groups using court technology.
- Act as primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.

Other Duties as Assigned including but not limited to the following:

- Small scale installations of data drops to courtrooms and other locations to facilitate new computers, phones, or other IP based equipment.
- Installation of plywood backboards and wall mount racks to support switches and patch panels.
- Removal of abandoned copper and fiber cabling, identification and labeling of live cabling
- Removal of abandoned analog phone systems and wiring
- Perform cleanup and cable management of server racks and data closets
- Document cable runs and rack layouts using Microsoft Visio

Benefits and Hiring Policies:

Judiciary employees serve under excepted appointments, are considered at-will employees, and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement, and commuter benefits reimbursement. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Employees of the United States District Court must be United States citizens or eligible to work in the United States. Employees of the United States District Court are Excepted Service Appointments.

Excepted service appointments are at will and can be terminated with or without cause by the Court. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

How To Apply:

Submit the Judicial Branch Federal Employment (AO-78) application, resume, and a cover letter. Your cover letter should be addressed to: David J. Maland, Clerk, and should include a narrative statement of your background. Submit all documents as a **single PDF** with the reference number (2015-9) in the subject line via e-mail to:

Jeanette_Knight@txed.uscourts.gov

You can obtain an application form on our web page at:

<http://www.txed.uscourts.gov/forms/AO78.pdf>

Only those applicants selected for an interview will receive communication from the court.

Finalist for the position may be required to take proficiency tests.

***THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF TEXAS
IS AN EQUAL OPPORTUNITY EMPLOYER***